

1. All purchases for this contract complete. Nothing to report. [ ]		2. GRANT/LOAN NO: C-06-		3. REPORTING QUARTER (Check one): Jan-March    April-June    July-Sept    Oct-Dec			4. RECIPIENT'S MBE/WBE GOALS (% for this loan contract): MBE PERCENT    %    WBE PERCENT    %		
5. PURCHASE PERIOD UNDER THIS LOAN CONTRACT: START DATE:    ENDING DATE:						6. TOTAL PURCHASES THIS QUARTER: \$			
7. RECIPIENT'S NAME AND ADDRESS:					8. RECIPIENT'S CONTACT PERSON AND PHONE NUMBER:				
9. MBE/WBE CONTRACTS AND/OR PURCHASES MADE DURING REPORTING QUARTER									
PURCHASE MADE BY RECIPIENT/ CONTRACTOR	BUSINESS ENTERPRISE DOLLAR VALUE OF PROCUREMENT		DATE OF AWARD (M/D/Y)	PRODUCT TYPE CODE (BELOW)	NAME AND ADDRESS OF MBE/WBE CONTRACTOR/SUBCONTRACTOR OR VENDOR				
	MBE	WBE							
TOTALS	\$	\$							
10. COMMENTS:									
11. SIGNATURE AND TITLE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE							12. DATE		

9 = Services  
a = Business Services  
b = Professional Services  
c = Repair Services  
d = Personal Services

**WATER RESOURCES CONTROL BOARD - DIVISION OF CLEAN WATER PROGRAMS  
MINORITY BUSINESS/WOMEN BUSINESS ENTERPRISE (MBE/WBE) UTILIZATION  
FEDERAL CLEAN WATER GRANT OR STATE REVOLVING FUND LOAN  
INSTRUCTIONS FOR COMPLETING THE UR 334**

- Box 1** Check this box only if *all* procurements (purchases) under this loan contract or grant have been completed either during the reporting quarter or a prior quarter. If you check this box, we will no longer send you quarterly surveys.
- Box 2** Fill in the loan number. If you have more than one active loan, copy the form and prepare multiple reports.
- Box 3** Mark the appropriate quarter. If you are sending data for more than one quarter, copy the form and prepare multiple reports. (Note: reporting the information in the proper quarter is not as important as collecting and reporting all MBE/WBE purchases.)
- Box 4** Enter the loan recipient's MBE/WBE goals for the loan or grant.
- Box 5** Enter the dates between which you plan to make procurements under this loan or grant.
- Box 6** Enter the total dollar amount of all purchases for this reporting period. (This total is the number MBE and WBE purchases for the same time period will be divided by.)
- Box 7** Enter the loan or grantee name and address.
- Box 8** Enter the loan or grantee contact person's name and phone number.
- Box 9** Enter details for the MBE or WBE purchases *only* and be sure to limit them to the same period used for Box 6. 1) Use either an "R" or a "C" to represent "Recipient" or "Contractor." 2) Enter a dollar total for either MBE or WBE and total the two columns at the bottom of the section. 3) Provide an award date. 4) Enter a product type choice from those at the bottom of the page. 5) List the vendor name and address in the right-hand column.
- Box 10** This box is for explanatory information or questions.
- Box 11** Provide an authorized representative signature
- Box 12** Enter the date of completion.